

## **ARE YOU INTERESTED IN A RESEARCH FELLOWSHIP?**

The U.S.-China Economic & Security Review Commission (USCC) has full-time, 24 week Research Fellowship opportunities with two sessions offered each year. The first session begins in mid-January and the second begins in July. Individual Fellowships may be extended up to 48 weeks; two concurrent sessions.

All applicants for Research Fellowships must be U.S. citizens (or have applied for U.S. citizenship and naturalization), and must have at least a 3.0 GPA (on a 4.0 scale). Research Fellows must be current graduate-level students, or have completed an accredited Master's or J.D. program.

Coursework with a strong focus on Chinese and/or broader Asian business, economics, culture, history, & language; international relations, foreign affairs and security studies; or specialization in other related areas is desirable. The ability to read Chinese at an advanced level is highly desirable.

### **ABOUT THE COMMISSION:**

Our mission is to monitor, investigate, and make recommendations to Congress about matters of concern in relationship between the United States and the People's Republic of China in the following areas: 1) proliferation practices, 2) economic transfers, 3) energy, 4) U.S. capital markets, 5) regional economic and security relationships, 6) U.S.-China bilateral programs, 7) China's World Trade Organization compliance, and 8) freedom of expression – the implications of restrictions on speech and access to information in the People's Republic of China.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Research, monitor and conduct analysis on developments primarily in China, Taiwan, and the western Pacific Region, as well as work on independent, original research projects assigned by the Commission's Research Working Group (RWG).
2. Prepare meeting summaries, reports, and other information and may be required to prepare and present briefings on this work.
3. Work with USCC staff on the planning and preparation for the Commission's public hearings, report editing sessions, and other meetings; attends seminars, meetings and events on behalf of the USCC.
4. May draft, fact check, or edit text/material for the Commission's Annual Report, and perform other duties as assigned.

Fellows are expected to work a full-time schedule with little supervision on substantive long term assignments and projects. USCC Fellowships are intellectually challenging and require individual initiative and an ability to monitor and report on current events and issues. Strong research and communications skills – writing and oral – are essential.

### **APPLICATION DATES & DEADLINES**

<b>2013 SESSIONS</b>	<b>APPLICATION DEADLINE</b>
Session I (January –June)	November 4, 2012

*The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age, and is dedicated to maintaining a diverse workforce with a wide variety of backgrounds and expertise.*

## **HOW TO APPLY**

A complete application package containing **ALL** required documents below must be sent via email to [internships@uscc.gov](mailto:internships@uscc.gov). Incomplete packages will not be considered.

Your application package must include a:

### **1) COVER LETTER THAT INCLUDES:**

- Your basic contact information: email address, cell phone number, and home address
- Position Title: Research Fellow
- Session for which you are applying: Session I or Session II
- Brief statement outlining your interest in the USCC and our Fellowship program.
- Brief statement addressing your research skills, knowledge and effective utilization of electronic and print information, especially sources regarding China, Taiwan, and the Asia-Pacific region.
- Concise, Point-By-Point Responses to the following questions:
  1. Are you a United States Citizen, or have you applied for U.S. citizenship and naturalization? When applying, include: (a) date of citizenship if naturalized; and (b) if you have or have ever had a Federal security clearance identify the level and dates held.
  2. Are you proficient with using Microsoft Office Suite software applications, preferably Office 2007 versions of MSWord, Excel, and Outlook?
  3. What is your primary area of interest? (a) Economics & Trade; (b) Military, Security & Foreign Affairs; or, (c) General Research. *(please list in order of preference)*
  4. Are you able to read and/or speak Mandarin Chinese? If yes, please indicate which and at what level: (a) beginner, (b) intermediate, (c) advanced, (d) native fluency.
  5. Have you ever lived, travelled or worked in the People's Republic of China, Taiwan, or Hong Kong? If yes, please elaborate on where, when and the circumstances.
  6. How/where did you hear about this position?

### **2) PROFESSIONAL RESUME THAT INCLUDES:**

- Chronological work history starting with your most recent position/work experience.
- Education (including Degrees, Majors, Minors, and dates attained/expected to complete); all applicants must have at least a 3.0 GPA (on a 4.0 scale). Coursework with a strong focus on Chinese and/or broader Asian business, economics, culture, history, & language;

international relations, foreign affairs and security studies; or specialization in other related sectorial areas is desirable. The ability to read Chinese at an advanced level is highly desirable.

- Research Fellows must be current graduate-level students, or have completed an accredited Master's or J.D. program.
- Honors, awards and/or special accomplishments.

### **3) Writing Prompt:**

- **Fellowship Applicants Topic:** Commissioners will be traveling to China next week and will meet with the Assistant Minister of Foreign Affairs responsible for North American affairs. Prepare a memo for Commissioners discussing the five most important issues in U.S.-China relations related to the Commission's legislative mandate as outlined at: <http://www.uscc.gov/about/charter.php>. Your submission must be your own work, not more than 5 pages, double spaced, 10-point font, including footnotes and sources.

### **4) ACADEMIC WRITING SAMPLE / RESEARCH PAPER:**

- Preferred topics include: Chinese or broader Asian business, economics, culture, history, or international relations, foreign affairs and/or security issues. Your submission must be your own work.

**5) 2 Letters of Recommendation** – Please instruct your recommenders to email their letters directly to [internships@uscc.gov](mailto:internships@uscc.gov). Recommendations will be attached to the respective application upon submission.

**6) Copy of Academic Transcripts** – Unofficial academic transcripts are acceptable.

**NOTE: All the information requested above must be received by midnight EST on the 'application deadline' date or your application will not be considered.**

### **WHAT TO EXPECT AFTER APPLYING:**

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via phone and/or email if we wish to schedule a telephonic interview. Final interviews may be conducted by the Chairman and/or Vice-Chairman, or a designated Commissioner.

Applicants not selected for further consideration will be notified via email when the selection process for the current session has been completed.

### **OTHER IMPORTANT INFORMATION:**

**Research Fellows are paid \$13.00 per hour.** Applicants/selectees who are receiving credit for their Fellowship through an accredited academic program are not eligible for hourly compensation. The “Smart Benefits” transit subsidy program is available to Fellows, but no other benefits are authorized or available.

***The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.***

*The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

*If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application. – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.*

*Please send any questions regarding the program or application process to: [internships@uscc.gov](mailto:internships@uscc.gov).*